# Chapter 3: Administering Active Unit Dose Medications

## Chapter 3: Administering Active Unit Dose Medications

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# Administering a Patient's Unit Dose Medications

**Scanning and Verifying Patient Information (cont.)**

➢ **If Patient Has a "Means Test" Required**

BCMA uses the standard Means Test Lookup. The following Information message displays as a reminder to a clerk to verify if a current "Means Test" exists for this patient (veteran). This financial information is updated/reviewed on an annual basis.

**To Review Means Test Information:**

1 Review the Information message, and then click **OK** to return to the patient's VDL and begin administering active medications to the patient.

**Keyboard Only Users:** Press **TAB** to activate the OK button, and then press **ENTER** to display the patient's VDL.

### Example: Means Test Information Message
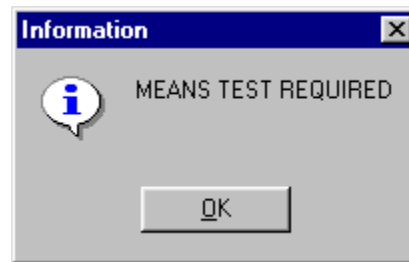


2 Continue with the medication administration process.

# Administering a Patient's Unit Dose Medications

## Scanning and Verifying Patient Information (cont.)

TIP:

The Patient Transfer Notification message will only display **once** per Medication Tab (i.e. Unit Dose or IVP/IVPB), while the patient's record is open.

➢ **If Patient Transfer Notification Message Displays**

BCMA displays the Patient Transfer Notification message if the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe. You can define this parameter, the Patient Transfer Notification Timeframe, on the BCMA Site Parameters Tab of the BCMA GUI Site Parameters application.

**Note:** The display of the message is dependent on the last action displayed in the "Last Action" column of the VDL. BCMA evaluates the last action performed each time the Unit Dose or IVP/IVPB Medication Tabs are refreshed.

### To Review Patient Transfer Notification Message:

1 Review the Patient Transfer Notification message, and then click **OK** to return to the patient's VDL and begin administering active medications to the patient. BCMA will determine each last action that falls within the site-specified Notification "window" and display the patient's movement in the "Last Action" column, along with the existing last action.

**Keyboard Only Users:** Press **TAB** to activate the OK button, and then press **ENTER** to display the patient's VDL.

### Example: Patient Transfer Notification Message
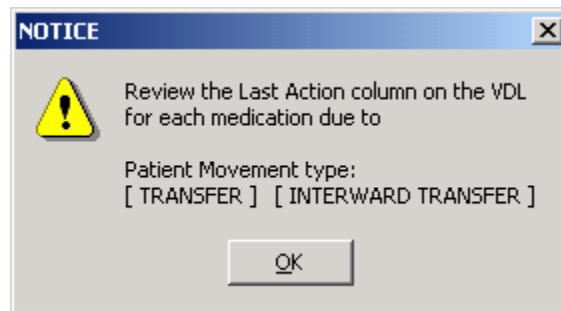


2 Continue with the medication administration process.

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# Administering a Patient's Unit Dose Medications

## Preparing to Administer Unit Dose Medications

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**TIP:**

If the number of medications that need to be administered is greater than the VDL can display, use the Scroll Bar to view all of them.

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The instructions listed in this section describe how to change the Virtual Due List Parameters (Start and Stop Date/Time) and Schedule Types on the patient's VDL, along with the process for scanning the patient's active Unit Dose medications.

### Viewing a Patient's Active Unit Dose Medications

The "view" or active window shown below, displays the *first* time that you open BCMA and display medications under the Unit Dose Medication Tab.

Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

**Note:** The Unit Dose Medication Tab provides an "alert light" which turns GREEN *only* when the patient has active medication orders associated to them. When you click a "lit" Tab, BCMA displays the patient's active medication orders on the VDL — for the selected timeframe only. This safeguard is provided, along with the Missed Medications Report, to ensure that all Unit Dose medications that are due are given to the patient in the correct dosage and on time.

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**TIP:**

Each time you open a patient record, BCMA defaults to the Unit Dose Medication Tab and displays medication orders under this Tab.

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### Example: BCMA VDL for Active Unit Dose Medications

# Administering a Patient's Unit Dose Medications

## Preparing to Administer Unit Dose Medications (cont.)

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**TIP:**

The Start and Stop Time Parameters are set to the "Default Times from NOW" settings in the GUI BCMA Site Parameters application.

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**TIP:**

You can expand (or restrict) the number of active Unit Dose medications, that display on the VDL, by changing the default Start and Stop Times in the Virtual Due List Parameters area.

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### Changing the Virtual Due List Parameters

The Virtual Due List Parameters is the functional timeframe during which you can administer medications to a patient before or after the scheduled administration time. For many medical centers, this timeframe is defined as two hours.

Once you use BCMA, these Parameters become your default settings. For example, when you change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL, these settings are retained in your user parameters and become the default settings each time you log on to BCMA. You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in CHUI BCMA.

**Note:** The VDL Start and Stop Times display in one-hour increments, from the top of the nearest hour. For example, 1:15 displays as 1:00 and 1:45 displays as 2:00. You can expand the time range 12 hours before and 12 hours after NOW.

### To Change the Virtual Due List Parameters:

**1** In the patient's VDL, select the Start and Stop Times in the Virtual Due List Parameters area. The VDL automatically refreshes and displays active medications for the newly selected administration window.

**Keyboard Only Users:** Press **TAB** to access the Virtual Due List Parameters area and to move among the Time fields.

### Example: Virtual Due List Parameters Area on VDL



**2** Now you are ready to select the Schedule Types of Unit Dose medications that you want to display on the VDL.

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# Administering a Patient's Unit Dose Medications

**Scanning and Verifying Medication Information (cont.)**

## ➢ If No Order Exists for Medication Scanned

The Error message, provided below, displays if the patient does *not* have an order for the medication that you just scanned.

**To Review the Error Message:**

**1** Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Only Users:** Press **TAB** to activate the OK button, and then press **ENTER** to return to the patient's VDL.

### Example: Error Message When No Order Exists for Medication Scanned
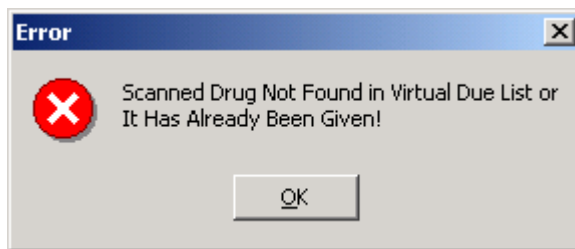


**2** Continue administering active Unit Dose medications to the patient.

# Administering a Patient's Unit Dose Medications

## Administering a Multiple Dose Order

The Multiple Dose dialog box, provided below, displays when the patient's order includes a **single** dispensed drug with multiple doses (variable doses) that need to be administered to the patient. The Multiple Dose dialog box, on the next page, displays when the patient has **multiple** dispensed drugs that need to be administered to them. You can add comments about the medication administration process to either dialog box.

### To Administer a Multiple Dose Order:

1   Scan **each** dosage or dispensed drug for the medication that you want to administer to the patient.

### Example: Multiple Dose Dialog Box

**Multiple Dose**

Active Medication:      **THIORIDAZINE TAB**

Special Instructions/Information:

Dosage: 30MG   Units per Dose: 3

- ☑ THIORIDAZINE 10MG TABS
- ☐ THIORIDAZINE 10MG TABS
- ☐ THIORIDAZINE 10MG TABS

Enter a Comment (Optional):                                    (150 Characters Maximum)

Scanner Status:   [green]   **Ready**     Scan Bar Code:              [ Done ]  [ Cancel ]

**— OR —**
**(See Next Page)**

# Administering a Patient's Unit Dose Medications

**Administering a Multiple Dose Order (cont.)**

**TIP:**

The Multiple Dose dialog box displays the dosage and units per dose for orders that contain only one dispensed drug. However, orders that contain more than one dispensed drug will display the heading "***Multiple Dispensed Drugs:" instead.

**To Administer a Multiple Dose Order: (cont.)**

### Example: Multiple Dose Dialog Box

```
┌─────────────────────────────────────────────────────────────┐
│ Multiple Dose                                                 │
├─────────────────────────────────────────────────────────────┤
│ Active Medication:      THIORIDAZINE TAB                      │
│ Special Instructions/Information:                             │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│ ***Multiple Dispensed Drugs:                                  │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │ ☑ THIORIDAZINE 100MG TAB                                │ │
│ │ ☐ THIORIDAZINE 25MG                                     │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│ Enter a Comment (Optional):              (150 Characters Maximum) │
│ ┌─────────────────────────────────────────────────────────┐ │
│ │                                                         │ │
│ │                                                         │ │
│ └─────────────────────────────────────────────────────────┘ │
│ Scanner  ┌──────┐  Scan Bar Code:                             │
│ Status:  │      │  ┌────────────┐  ┌──────┐ ┌──────┐         │
│          └──────┘  │            │  │ Done │ │Cancel│         │
│          Ready     └────────────┘  └──────┘ └──────┘         │
└─────────────────────────────────────────────────────────────┘
```

**2** Click **DONE** after you scan all multiple dosages or multiple dispensed drugs needed. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

**3** Continue administering active Unit Dose medications to the patient.

**Keyboard Only Users:** Press **TAB** to activate the DONE button, and then press **ENTER** to display the patient's VDL.

# Administering a Patient's Unit Dose Medications

## Administering a Fractional Dose Order

The Fractional Dose functionality is designed to alert you when dispensed drug dosages need to be administered to a patient in "fractional" doses, and to allow you to provide comments about this order type once administered. In short, the related dialog boxes let you document the units and the fractional portion of a dose administered to a patient.

**Note:** The Fractional Dose dialog box displays when the units per dose is fractional and *less than* 1.0. The Multiple/Fractional Dose dialog box displays when the units per dose is *greater than* 1.0. If you do not scan once for each unit listed in the Multiple/Fractional Dose dialog box, the Confirmation dialog box displays, requesting that you confirm the actual total units administered to the patient.

### To Administer a Fractional Dose Order:

1 Scan the medication that you want to administer to the patient.

**Note:** The dialog box that displays depends on the amount of the fractional dose (i.e., less than or greater than 1.0) to be administered to the patient. Both dialog boxes no longer provide the Close button on the Title Bar.

### Example: Fractional Dose Dialog Box



**— OR —**
**(See Next Page)**

# Administering a Patient's Unit Dose Medications

## Administering a Fractional Dose Order (cont.)

_____

**TIP:**

The Multiple/ Fractional Dose dialog box lets you document the administration of fractional unit doses that are *greater than* 1.0.

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**To Administer a Fractional Dose Order: (cont.)**

### Example: Multiple/Fractional Dose Dialog Box



**2** Perform one of the following actions, which are related to the fractional dose administered to the patient.

- **If the fractional dose is *less than* 1.0,** enter any comments about the administration (if desired), and then click **DONE**. BCMA then processes the information, and displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

- **If the fractional dose is *greater than* 1.0,** scan all units that you're administering to the patient, enter any comments about the administration (if desired), and then click **DONE**. If all units are scanned, BCMA then processes the information, and displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

  ➢ **If you did not scan once for each unit listed in the Multiple/Fractional Dose dialog box,** the Confirmation dialog box displays. Proceed to step #3.

**Keyboard Only Users:** Press **TAB** to activate the **DONE** button, and then press **ENTER** to display the patient's VDL.

# Administering a Patient's Unit Dose Medications

## Administering a Fractional Dose Order (cont.)



**TIP:**

The Confirmation dialog box displays if you do *not* scan once for each unit listed in the Multiple/Fractional Dose dialog box.

---

**To Administer a Fractional Dose Order: (cont.)**

### Example: Confirmation Dialog Box



**3** At the Confirmation dialog box, perform one of the following actions, which are related to the fractional dose administered to the patient.

> ➢ Click **BACK** to scan additional units, if you did not scan all of the units for this dispensed drug. The Multiple/Fractional Dose dialog box re-displays, retaining the data entered before you clicked the **DONE** button. If the fractional dose is greater than 1.0, perform step #2 again.

> ➢ Click the **PARTIAL** button to confirm the number of units that have been scanned. The Confirmation dialog box expands for you to select the number of units that have been scanned. Proceed to step #4.

# Administering a Patient's Unit Dose Medications

## Administering a Fractional Dose Order (cont.)

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**TIP:**

The Confirmation dialog box expands when you click the **PARTIAL** button, allowing you to select the number of units scanned that will be recorded in BCMA.

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**To Administer a Fractional Dose Order: (cont.)**

### Example: Confirmation Dialog Box (Expanded)

```
Confirmation

                        Warning
Dispensed Drug:
      THIORIDAZINE 10MG TABS

Units per dose:  2.5

You did not scan all of the units for this          [ Back ]
dispensed drug. Click the BACK button to
scan additional units.
                    -- OR --
Click the PARTIAL button to confirm the             [ Partial ]
number of units that have been scanned.

Select the number of units scanned that
will be recorded in BCMA:

   ☑ 1.5          ☐ 2.0              [ OK ]
```

**4** Select the number of units scanned that will be recorded in BCMA.

**Note:** Since BCMA cannot determine if one of the units scanned was the fractional unit (i.e., the split tablet), the following choices are provided in the example above, where only two scans were performed.

> ➢ Selecting 1.5 indicates that 1.5 units were administered to the patient.
> ➢ Selecting 2.0 indicates that 2.0 units were administered to the patient.

**5** Click **OK** after making your selection. BCMA then processes the information, records the number of units selected, and displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

**6** Continue administering active medications to the patient.

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# Administering a Patient's Unit Dose Medications

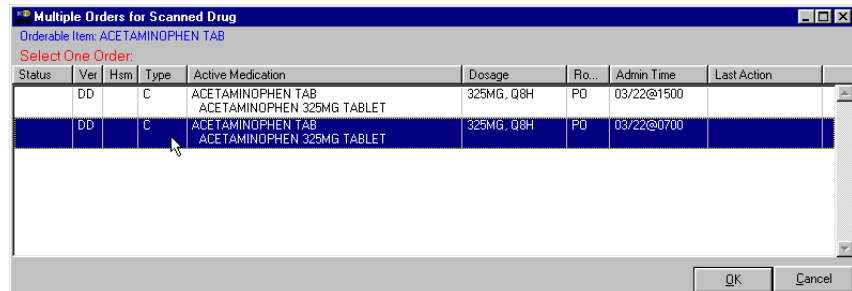## Administering an Order with Multiple Admin Times

The Multiple Orders for Scanned Drug dialog box, provided below, displays *only* if the patient's order has multiple administration times for the medication that you scanned.

### To Administer an Order with Multiple Administration Times:

**1** Select (highlight) the order containing the administration time that you need, and then click **OK**. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

**Keyboard Only Users:** Use the **ARROW** keys to select (highlight) an order. Press **TAB** to activate the OK button, and then press **ENTER** to accept the selection and display the patient's VDL.

### Example: Multiple Orders for Scanned Drug Dialog Box



**2** Continue administering active Unit Dose medications to the patient.